

City of Windcrest
Fire Chief

The City of Windcrest is accepting applications for Fire Chief. The Chief of the Volunteer Fire Department is responsible for the direction of all fire suppression activities, all rescue activities, training of fire department personnel, record keeping of fire department records, reporting to city, county, state and federal governments, meeting the public, maintaining good relations with the citizens, and other related work as required.

Open until January 29th, 2016 or until filled.

Please submit resumes to 8601 Midcrown Dr., Windcrest, TX 78239
or e-mail to nwitmer@windcrest-tx.gov

For more job description please visit our website www.windcrest-tx.gov



JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

EFFECTIVE DATE:	January 2014
JOB TITLE:	Fire Chief
DEPARTMENT:	Windcrest Volunteer Fire Department
REPORTING RESPONSIBILITY:	City Manager
SCOPE OF SUPERVISION:	Fire Department Personnel
FLSA CLASSIFICATION:	Exempt

- I. **JOB SUMMARY:** The Chief of the Volunteer Fire Department is responsible for the direction of all fire suppression activities, all rescue activities, training of fire department personnel, record keeping of fire department records, reporting to city, county, state and federal governments, meeting the public, maintaining good relations with the citizens, and other related work as required.

II. **JOB REQUIREMENTS:**

- A. **EDUCATION AND/OR EXPERIENCE:** High school diploma, and preferably an Associate or Bachelor degree in Fire Science or Management. Must have at least ten (10) years experience of progressively responsible work in a fire department and a background in supervision and management. Seminar work in Fire Department Administration and emergency management is preferred. Proficient in and have a complete knowledge of the Incident Command System (as required by National Incident Management System) is preferred. Knowledge of the principles, practices and methods of fire prevention and fire fighting, plus laws and ordinances pertaining to fire fighting, is required. He/she must have the ability to prepare, read, interpret and implement policies governing fire protection.

- B. CERTIFICATES, LICENSES, REGISTRATIONS:** He/she must hold Advanced Firefighter Certificate from the Texas Commission on Fire Protection, and it is preferred to hold an Emergency Medical Technician (or higher) certificate from the state health department. He/she must possess or obtain certification as head of a fire department by the Texas Commission on Fire Protection, within one year of appointment.
- C. CONTINUING EDUCATION:** Maintains certification with Texas Commission on Fire Protection and Texas Department of Health Services as required by each organization
- D. SKILLS:**
1. **READING:** He/she must have the ability to prepare, read, interpret and implement policies governing fire protection. Laws and Ordinances, technical reports, manuals, memos, office communications, legal opinions, policies and procedures.
 2. **WRITING:** Ability to communicate effectively in writing.
 3. **MATH:** Operation of calculator and computer.
 4. **REASONING:** Constantly make decisions, analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Helping to formulate policy, and developing and implementing new strategies and procedures. Skill in organizing resources and establishing priorities.
 5. **SPEAKING:** Effective verbal communication skill required.
 6. **SUPERVISORY:** Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
 7. **MANAGERIAL:** He/she must have skills in planning, organizing and evaluating the activities of personnel and equipment in a fire department. Ability to develop, prepare and implement effective city policies and procedures. Ability to develop personnel and effectively instruct, guide, coach, teach, and mentor personnel.

8. **INTERPERSONAL:** He/she must have the people skills necessary to lead a volunteer fire service. Work with staff, the general public, Mayor, City Council, and other agencies, clear verbal communication required, composure and decision making skills in emergency situations required.
9. **OTHER JOB SKILLS:** Skill in the use of computers to create work product for the successful completion of assigned duties. Ability to respond outside of normal working hours on an on call basis. Knowledge, ability and certifications required to maintain the skills necessary to effectively carry out the multiple job duties and responsibilities.

III. ESSENTIAL JOB FUNCTIONS:

- A. Provides leadership for all officers, fire fighters, and medical and office personnel in the department.
- B. Continuance of several fund raising events to include but not limited to Wincrest Light Up / fill the boot, Fireman's Gala, and Fireman's Picnic.
- C. Develops and recommends alternative revenues sources to assist in the replacement of capital equipment.
- D. Directs fire suppression and EMS/rescue (first responder) activities.
- E. Supervises the training of all fire and medical personnel.
- F. Supervises the Station Maintenance Technician, insuring proper maintenance and operation of all equipment and apparatus.
- G. Oversight of all fleet/rolling stock reports. To include a preparing and updating the planned maintenance schedules, and ensuring a Preventative Maintenance system is in place.
- H. Supervises the Administrative Assistant, assisting him/her in their job performance.
- I. Works with the Administrative Assistance in the preparation of plans, reports and budget estimates.
- J. Works with the Administrative Assistance and Station Maintenance Technician in purchasing supplies and equipment for the department.
- K. Develops and recommends programs for training on, inspecting and maintaining station equipment.
- L. Develops standard operating guidelines (SOG's) for the operation of the department.
- M. Prepare request and participate in the budget process to include budgeting for CIP and annual operating costs, participating in budget meetings with the City Manager, the City Council, and the public.
- N. Participates in public information programs.

IV. OTHER JOB FUNCTIONS:

- A.** Must be capable of entering flaming and smoke filled buildings.
- B.** Wear heavy fire protection gear.
- C.** Wear self contained breathing apparatus.
- D.** Lift and carry heavy weights.
- E.** Remove persons or bodies from burning buildings.
- F.** Pull difficult to handle 1 ½" to 2 ½" water charged hoses.
- G.** Enter dangerously damaged vehicles in effort to extricate injured persons and, provide medical care to severely injured persons and persons who have life threatening illnesses and/or diseases.
- H.** Work all hours of day or night, indoors and outdoors and in all types of severe weather.
- I.** Must be qualified to operate all department fire equipment including driving to emergency scenes and being qualified to operate water the pumps on such equipment knowing the limits of water pressure necessary for many various hose lay conditions.
- J.** Must be able to work with heavy ladders, extraction tools, fire axes and bars, portable beds for carrying bodies and other types of heavy emergency equipment.
- K.** Required to walk, run, stand, stoop, bend, climb, kneel, sit and squat depending on the need during normal work day responsibilities and during emergencies. During emergencies these abilities are often required for long extended time periods.
- L.** Exposure to heat, flames, dust fumes, toxic fumes from burning material, and mechanical and explosive hazards.
- M.** Uses all 10 fingers and both hands, legs and feet.
- N.** Vision must be correctable to 20/20 with the ability to clearly see distant and near objects, have accurate depth perceptions and be able to clearly distinguish colors.
- O.** Must be capable of clearly distinguishing high and low frequencies of sound.
- P.** Must be in good health and remain physically fit to withstand the heavy physical demands prevalent in emergency conditions.
- Q.** Must have the ability to read, write and communicate effectively with the public in person or by telephone.
- R.** Must have the ability to use tact and diplomacy in dealing with telephone or walk-in customers and handle irate customers in a professional manner.
- S.** Must have the ability to establish and maintain an effective relationship, and to communicate with departmental personnel, other city employees and the public.

V. WORKING CONDITIONS AND JOB DEMANDS: Work may, on occasion, involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

JOB DUTIES	PERCENT OF TIME	STRENGTH	PHYSICAL DEMAND
ESSENTIAL FUNCTIONS	85%	H	A B C D E F G H I J K M N Q R S T U
OTHER JOB FUNCTIONS	15%	M	A B C D E F G H I J K L M N O P Q R S T U

ESSENTIAL FUNCTIONS - LISTED IN DESCENDING ORDER OF FREQUENCY; IN THE STRENGTH COLUMN, S= SEDENTARY, L= LIGHT, M= MEDIUM, H= HEAVY, VH= VERY HEAVY.

PHYSICAL DEMANDS - SEE CODE LISTED IN PHYSICAL DEMAND COLUMN; A= STANDING, B= SITTING, C= WALKING, D= LIFTING, E= CARRYING, F= PUSHING/PULLING, G= REACHING, H= HANDLING, I= FINE DEXTERITY, J= KNEELING, K= CROUCHING, L=CRAWLING, M= BENDING, N= TWISTING, O= CLIMBING, P= BALANCING, Q= VISION, R= HEARING, S=TALKING, T= FOOT CONTROLS, U= OTHER

VI. NON-PHYSICAL DEMANDS: Change of tasks, performing multiple tasks simultaneously and working with others as part of a team. Noisy/distracting environment, irregular schedule/overtime, and tedious exacting work.

VII. MACHINES, TOOLS, EQUIPMENT AND WORK AIDES: City vehicle, computer workstation and/or laptop, flashlight,

Other duties may be assigned to meet business needs.

I have reviewed this Job Description and find it to be a fair description of Job Responsibility and Duties.

Employee-Signature

City Manager Signature